

# **PREVENTIVE MAINTENANCE SCHEDULE AND INSTRUCTIONS (OSA-6)**

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# PREVENTIVE MAINTENANCE SCHEDULE AND INSTRUCTIONS

## OVERVIEW

Preventive maintenance is vital to the "health" of your RS6000 financial server. Without proactive measures, your system could be out of service at a most inopportune time such as payroll processing or fiscal year-end closing. This document includes recommendations and instructions for performing weekly, monthly, and yearly preventive maintenance.

## Performing Weekly Maintenance

Weekly maintenance tasks include:

1. Monitoring hard drive usage.
2. Conducting hard drive space management tasks.
3. Reading root's mail and cleaning up as necessary.

Refer to the document entitled *Disk Space Management (OSA-3)* in the *MUNIS User Procedures Guide* for instructions.

## Performing Monthly Maintenance

Monthly maintenance tasks include:

1. Shutting down and rebooting the system.
2. Cleaning the surface of the system devices.
3. Cleaning the tape drive and diskette drives.
4. Running an error report and purging the error log.
5. Creating a "mksysb" backup for disaster recovery. (See document entitled *Performing System Backups (OSA-8)* in the *MUNIS User Procedures Guide*.)
6. Testing UPS operation(s).
7. Testing restore ability from a backup tape.

## Performing Yearly Maintenance

Performing yearly maintenance includes:

1. Testing UPS operations.
2. Testing restore capability from a backup tape.
3. Testing your disaster recovery plan.

## PREVENTIVE MAINTENANCE TASK INSTRUCTIONS

### To Shut Down the System

1. Notify users to log off the system so that the system can be shut down.
2. Login as **root** and issue the following command to shut the system down.  
  
**\$ shutdown now**
3. After the "**halt completed**" message is displayed, power off your system and all other attached devices.

### To Clean the Surface of System Devices

1. Clean the surfaces of the RS6000 and tape drive with a slightly damp (not wet) cloth.
2. Wipe the keyboard and monitor clean with a dry cloth.
3. After the devices are clean and dry, bring the system back up:
  - i. Turn on the monitor
  - ii. Turn on the tape drive
  - iii. Turn on external hard drive(s), if any
  - iv. Turn on the RS6000

### To Clean the Tape and Floppy Drives

Purchase approved cleaning tapes and/or diskettes. Recommendations for this can be obtained from the *hardware documentation for your RS6000* or by contacting the appropriate vendor for specific part numbers, etc.

1. Clean the tape drive by following the vendor's instructions included with the cleaning tape.
2. Clean the diskette drive by following the vendor's instructions included with the cleaning diskette.

## To Run a Hardware Error Report

The AIX operating system has the capability to generate an error report for your system. Generate an error report on a regular basis and review for hardware errors.

The summary error report contains system messages generated during various operations. This error report aids in diagnosing hardware problems, etc. The error logs should be maintained for your records.

**CRITICAL:** *If you receive an error message either on the RS6000 console or user workstation, write down the message exactly as it appears and contact the MUNIS help desk.*

### To run an error report:

1. Login as “**root**” and at the \$ prompt type the following:

**smit error** (Press **Enter**.)

The following screen is displayed:

Session	Edit	Commands	Settings	Help
System Management				
Error Log				
Move cursor to desired item and press Enter.				
<div style="background-color: black; color: white; padding: 2px;">Generate Error Report</div> Change / Show Characteristics of the Error Log Clean the Error Log				
F1=Help                      F2=Refresh                      F3=Cancel                      Esc+8=Image Esc+9=Shell                  Esc+0=Exit                      Enter=Do				

2. Select **Generate Error Report**.
3. Send the error report to a **Printer**.
4. Select **no** to respond to **Concurrent error reporting?**
5. Select **Summary** in response to **Summary or Detailed** error report.
6. Press **F3** three times to return to the command prompt.

## To Clean the System Error Log

1. Login as “**root**” and at the \$ prompt type the following:

**smit errclear** (Press **Enter**.)

2. Ensure that the field **Remove entries older than this NUMBER OF DAYS** has **30** entered. Press **Enter**.
3. At the \$ prompt, enter the following command:  
**errclear n** (where n is any number of days, the default being 30) (Press **Enter**.)
4. Press **F3** three times to return to the command prompt.